

# **Job Description: Staff Engineer**



Engineering and Public Works  
Reports to: Public Works Director  
Supervises: None

Full-time  
Non-Exempt

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## **GENERAL PURPOSE**

The Engineer I provides technical assistance to the City Engineer and/or Public Works Director, including performance of complex professional and technical engineering work in assigned area of responsibility such as plan checking and designing, while maintain high customer service standards in working with technical and clerical staff.

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## **FUNCTIONS AND DUTIES**

- Promotes and follows the City's values and expectations.
- Oversee and review the plans of public work structures including streets, storm drains and sewers; check plans for conformance with regulations regarding line, grade, size, elevation and location of structures; check calculations.
- Designs, bids, inspects the construction of in-house technical projects including streets, water utility, storm drains and sewers. Prepares construction drawings and specifications.
- Generate calculations, oversee and review, design and plans of consulting engineers and private contractors.
- Review engineering plans submitted for private development and make recommendations based on City Standards and Ordinances.
- Oversee and review, design and prepare the plans of consulting engineers and private contractors; make technical engineering decisions and establish technical criteria and standards.
- Maintain plans and contract documents including subdivision maps, base maps, site plans, lot line adjustments and easements; process quit claims and plats at County Recorder's Office.
- Prepare progress reports on projects under construction; maintain records of changes and field notes.
- Coordinate assigned activities with outside consultants, engineers, developers, contractors, other City departments, divisions and outside agencies.
- Provide technical and professional engineering support services relative to assigned area of responsibility.
- Provide information to the public; respond to citizen inquires and complaints.
- Prepare various engineering studies and reports; perform special assignments on engineering problems as necessary
- Prepares memos, reports, e-mail, presentations, and engineering drawings for multiple audiences.
- Calculate the quantity, quality and cost of materials used for various projects.
- Plans and administers construction projects.
- Prepares and issues written invitations to bid, contract documents and technical specifications. Determines requirements such as completion dates and liquidated damages. Holds public bid openings. Evaluates change order requests and coordinates contractor with suppliers. Reviews and recommends approval or rejection of contractor submittals.
- Performs field inspections and conducts construction progress meetings.

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- Attends staff, project review, design meetings, and construction progress meetings. Prepares items pertaining to projects that require Board review or approval.
  - Assists with the planning, design, inspection (observation) of all improvements and upgrades of City infrastructure.
  - Assists in the collection of survey data, including use of the City's G.P.S. equipment.
  - Maintains and updates the City's Standard Specifications.
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### **MINIMUM QUALIFICATIONS**

#### **Education:**

- Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field required.

#### **Experience:**

- Two years of increasingly responsible professional civil engineering experience required.

#### **Skills/Abilities:**

- Journey level principles and practices of civil engineering.
- Proficiency in CAD (MicroStation preferred), ArcView, Microsoft Office packages and other related engineering programs/software.
- Basic principles and practices of urban hydrology and environmental engineering.
- Methods, materials and techniques used in the construction of public works projects.
- Basic computer functions and software.
- Modern developments, current literature and sources of information regarding engineering.
- Principles and practices of future development fee cost estimation
- Principles of advanced mathematics and their application to engineering work.
- Perform technical research and solve engineering problems.
- Conduct comprehensive engineering studies and prepare reports with recommendations.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Prepare plans and drawings neatly and accurately.
- Make engineering design computations and check, design and prepare engineering plans and studies.
- Learn and apply City engineering policies and procedures.
- Learn applicable laws and regulatory codes applicable to areas of assigned responsibility.
- Learn to prepare, understand and interpret engineering construction plans, specifications and other contract documents.
- Ability to communicate effectively verbally and in writing; read and interpret plans and specifications.
- Ability to visualize completed projects in planning stages and estimate the end results.
- Ability to develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include, but is not limited, to the following: sitting for extended periods of time and operating assigned equipment.

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- Maintain effective audio-visual discrimination and perception needed for (1) making observations, (2) communicating with others, (3) reading and writing, and (4) operating assigned equipment
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Knowledge of water treatment processes and distribution systems.
- Advanced knowledge of engineering terminology concepts.
- Advanced mathematics skills and basic management skills.
- Advanced technical writing skills and an ability to interpret and analyze technical data.
- Ability to use personal computer along with software such as e-mail, word processing, presentations, spreadsheets, hydraulic modeling, and CAD.
- Ability to manage multiple projects and perform multiple tasks simultaneously.
- Must have knowledge of and the ability to use surveying equipment.
- Ability to operate basic office machines such as copiers, printers, adding machines, phones, and fax.
- Detail-oriented review skills used in examining change orders and payment requests for approval, dealing with unresponsive contractors or landowners unwilling to negotiate.
- Communication skills - expected to comprehend and construct detailed memos, letters and other correspondence; actively participate in group meetings; and make presentations.

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### WORKING CONDITIONS

- Working conditions vary.
- Requires lifting.
- Requires working indoors and outdoors.

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### DISCLAIMER

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed in an attempt to illustrate essential functions and basic duties, in addition to 'peripheral tasks' or that could generally be considered "other duties as assigned". In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions.*

*In accordance with Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform the functions & duties as described.*

<p><b>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of Pleasant Grove City.</b></p>
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